



The Landlord's Handbook

Make-Ready Checklist

	Date Completed	Completed By
Address:		
Date V Lock Installed:		
Make Ready Start Date:		
Schedule Move-in Date:		
Paint (Full or Touch-Up):		
Carpet (Clean, Dye or Replace):		
Appliances replaced?		

Item Checked	Task List	Completed	If repaired, please note what was done.
Patio/Balcony	Railings secured and bolted to wall.		
Handrails/Steps	Secured to wall/ no loose steps		
LIVING ROOM			
Front Door	Good Condition/ no cracks in frame		
Deadbolt	Installed new lock		
Keyless Deadbolt	In place and functioning correctly		
Windows	Locks work correctly		
Mini Blinds	Replaced or cleaned		
Ceiling fan	Works correctly		
Switches/Plugs	Replaced or cleaned/working		

Item Checked	Task List	Completed	If repaired, please note what was done.
DINING ROOM			
Lights	Bulbs replaced/ work correctly		
Switches/Plugs	Replaced or cleaned/ working		
Mini Blinds	Replaced or cleaned		
KITCHEN			
Stove	All burners work correctly		
Refrigerator	Cooling properly		
Dishwasher	Ran through one cycle/ Works correctly		
Garbage Disposal	Tested for proper function		
Lights	Bulbs replaced/work correctly		
Switches/Plugs	Replaced or cleaned/working		
Microwave	Works correctly		
Vent Hood	Bulbs replaced/ work correctly		
HVAC			
Heater/AC	Tested for proper function		
Thermostat	Tested for proper function		
AC Filter	Replaced		
GUEST BATH			
Tile	Replaced or cleaned/ Good condition		
Countertops	Repaired or resurfaced		
Lights	Bulbs replaced/work correctly		
Mirror	Checked for cracks/hung correctly		
Sink	Replaced/repaired/ Good condition		
Faucet	Replaced/repaired/ Good condition		
Medicine Cabinet	Works correctly		
Toilet/Flapper/ Ballcock	Replaced/repaired/ Good condition		
Tub/Shower	Replaced/repaired/ Good condition		
Showerhead	Replaced/repaired/ Good condition		